



CALIFORNIA AIR RESOURCES BOARD

OPEN CONTINUOUS EXAMINATION

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AIR RESOURCES TECHNICIAN I

HOW TO APPLY

[Training and Experience Examination Packages](#) must be submitted:

By Mail

AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Olivia Maloney
P.O. Box 2815
Sacramento, CA 95812

In-Person

AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Olivia Maloney
1001 I Street, 20th Floor, Rm #20-34
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)

If you need reasonable accommodation and require special testing arrangements, mark the appropriate box on Question #2 of the Examination/Employment Application (STD. 678). You will be contacted to make specific arrangements.

CONTINUOUS TESTING

The Examination Unit will accept standard State applications (STD 678) and (T&E) Questionnaire packets continuously throughout the year however, examination packages will be reviewed and scored quarterly, although this is subject to change based on testing needs. Examination packages submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted. Examination packets must be **POSTMARKED** or personally delivered no later than the cut-off dates indicated in this examination bulletin. Examination packets sent via interagency mail **must be received by the Examination Unit by 5:00 pm (close-of-business) of the Cut-Off Date.**

State applications (STD 678) and T&E Questionnaire packets postmarked or personally delivered after the cut-off date will be held until the next administration dates indicated below:

**CUT-OFF DATES: MARCH 10, 2017
JUNE 01, 2017
SEPTEMBER 01, 2017
DECEMBER 01, 2017**

CROSS-FILING INFORMATION: If you meet the entrance requirements for the Air Resources Technician I and the Air Resources Technician II you may file for both examinations on a single Training and Experience Examination Package. However, you must list BOTH examination titles on the Examination/Employment Application (STD. 678). **Applications must have an original signature.**

**SALARY RANGE: A: \$2,194 - \$2,743
B: \$2,558 - \$3,200**

ALTERNATE RANGE CRITERIA FOR AIR RESOURCES TECHNICIAN I

These criteria will be used to allocate incumbents to Alternate Range A or Range B.

Range A. This Range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This Range shall apply to incumbents who have satisfactorily completed: (1) the equivalent of twelve months of Air Resources Technician I, Range A; or (2) who have two years of paraprofessional air pollution or vehicle emissions control experience; or (3) two years of full-time college with work in mathematics, physical and/or natural sciences; or trade school education in electronics, auto mechanics or related fields.

OPEN ONLY

The Air Resources Technician I is an open examination. Applications will not be accepted on a promotional basis.

WHO SHOULD APPLY

Persons who meet the minimum qualifications of the examination(s) as stated under "Requirements for Admittance to the Examination."

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All Examination/Employment Applications (STD. 678) must include: "to" and "from" dates (month/day/year); title; class range; and time base. You must include your STD. 678 in your Training and Experience Examination Package. Links to the Training and Experience Examination Package are located in the "How to Apply" section and at the end of this bulletin.

Applications must include all the required applicable Training and Experience Examination pages or they will be rejected.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the Cut-Off Date.

MINIMUM QUALIFICATIONS

Ability to read and write at a level necessary to perform job duties; perform routine calculations; to follow written and oral directions.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade with course work in trigonometry, biology, chemistry and physics.

THE POSITION

The Air Resources Technician I is the entry and working level. Positions are permanently allocated to this level when the major portion of the functions inherent in the position do not include the more responsible, varied and difficult assignments found at the full journey person level.

The resulting eligible lists will be used to fill vacancies in Sacramento and El Monte (Los Angeles County).

EXAMINATION INFORMATION

The examinations will consist of a Training and Experience Examination, which is the sole component of the Air Resources Technician I examination. To obtain a position on the eligible list, a minimum score of 70% must be attained.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**AIR RESOURCES TECHNICIAN I (DEPT/OPEN CONT. EXAM)
SCHEM: IB92 CLASS CODE: 3872**

BULLETIN RELEASE DATE: MAY 16, 2017

**CUT-OFF-DATES: MARCH 10, 2017
JUNE 01, 2017
SEPTEMBER 01, 2017
DECEMBER 01, 2017**

CUT-OFF-DATES: MARCH 10, 2017
JUNE 01, 2017
SEPTEMBER 01, 2017
DECEMBER 01, 2017

TRAINING AND EXPERIENCE EXAMINATION – WEIGHTED 100%

SCOPE

In addition to the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Arithmetic functions to solve mathematical problems.
2. Proper spelling, grammar, and English composition.

ABILITY TO:

1. Learn job-related training and information quickly and efficiently.
2. Follow directions to ensure work can be properly performed.
3. Establish cooperative relationships with other staff and stakeholders.
4. Acquire acceptable work habits such as punctuality, skill, neatness, and dependability.
5. Use a personal computer to write correspondence, conduct research, and create and edit documents.
6. Communicate verbally to convey information effectively.
7. Communicate in writing to convey information effectively.
8. Provide information to stakeholders and the public via the telephone.
9. Use Microsoft Office Suite (e.g., Excel, Word, Outlook, PowerPoint, Access) to create and edit documents, spreadsheets, correspondence, presentations, and databases.
10. Act professionally in a variety of situations.
11. Provide good customer service.

12. Manage time effectively.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the California Air Resources Board. This examination will be administered on a continuous basis. Names of successful competitors are merged onto the existing list in order of final scores, regardless of date. Eligibility expires **24** months after it is established.

TESTING PERIOD

Candidates may be tested only once in any **12 MONTH** period.

VETERANS PREFERENCE CREDIT will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS are not granted in open examinations.

GENERAL INFORMATION

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website at www.arb.ca.gov."

For an examination without a written feature, it is the candidate's responsibility to contact the Air Resources Board Examination Analyst, **Olivia Maloney**, at (916) 324-8413 or olivia.maloney@arb.ca.gov three weeks after the Cut-Off Date if he/she has not received a progress notice.

Applications are available at the CalHR website at <https://www.jobs.ca.gov/pdf/std678.pdf>, local offices of the Employment Development Department, and the Air Resources Board at <http://www.arb.ca.gov/personnel/jobs/examvac.htm>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass the examination will be ranked according to their scores.

The Air Resources Board reserves the right to revise the examination plan to better meet the needs of the Board. If circumstances change under which the examination was planned, such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Veterans Preference Points: Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. Veterans Preference will be awarded as follows, starting on January 1, 2014: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans Preference is not granted once a person achieves permanent civil service status.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For specific examination questions, contact the Examination Unit at (916) 322-4349.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.



D/O (Rev. 02/17)

TAKING THE EXAMINATION

When you click the link below, you will be directed to the Training and Experience Examination Package.

[Click here to download the Training and Experience Examination Package](http://www.arb.ca.gov/personnel/jobs/exams/artechexam.pdf)

Or visit <http://www.arb.ca.gov/personnel/jobs/exams/artechexam.pdf>